

SEPTEMBER 3, 2013
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., September 3, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, Commissioner Don Diedrich, and Charles S. Whiting, County Administrator, Clerk of the Board Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Agenda for September 3, 2013.

CONSENT AGENDA

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Consent Agenda for September 3, 2013:

1. Approve Auditor Warrants.
2. Approve the July 23, August 6 and August 20, 2013 Board Minutes.
3. Approve payment to Beta Analytic Inc., Miami, FL in the amount of \$390.00 for Greenhouse Gas Sampling Test for the Fosston Incinerator.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Diedrich commented on a redetermination process for Middle Snake Tamarac River Watershed.
2. Commissioner Nicholas had no report regarding commissioner activities.
3. Commissioner Strandell had no report regarding commissioner activities.
4. Commissioner Affeldt reported that he has an upcoming MRCC in Alexandria and an AMC meeting following. Mr Affeldt also reported that he had received a call from Stuart Latte regarding the Cross Lake property.
5. Commissioner Bunes reported that he has some following up to the previous ART Trail meeting and the encroachment issue. He will also be attending the AMC meeting.

All Commissioners reviewed the upcoming September calendars.

PROPERTY RECORDS

Michelle Cote, Director of Property Records came before the Board with matters pertaining to her department:

1. Finds of Fact and Order for August 13, 2013 Ditch Hearings

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the Chairman of the Board to sign the Finds of Fact and Order for the consolidation of County Ditches No. 52 and No. 46, consolidation of County Ditches No. 45 and No. 93 and the adding of un-assessed lands to County Ditch No. 126.

HUMAN RESOURCES

Linsey Rood, Polk County Human Resources Coordinator came before the Board to discuss Human Resources matters:

1. Request for Position Replacement – Assistant County Attorney

Discussion was brought forth regarding the replacement of the Assistant County Attorney.

PUBLIC HEALTH

Sarah Reese, Public Health Director and Sue Thompson, Public Health came before the Board with matters pertaining to their department:

1. Polk County Drug Free Communities Grant – 10 Years of Growth

Information was provided regarding the Grant status and statistic youth and drug use.

HIGHWAY DEPARTMENT

Richard Sanders, Polk County Highway Engineer came before the Board to discuss matters pertaining to his department:

1. County Ditch 99 Repair – Crookston Township

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to repair the Crookston Township culvert through the road east of Highland School in County Ditch No. 99 with the cost being split between the Ditch System and Crookston Township.

2. US Fish & Wildlife

Mr. Sanders presented a letter from the US FISH & WILDLIFE regarding the payment of ditch assessments.

3. Transportation Policy

Mr. Sanders provided information regarding Transportation Policy information.

ENVIRONMENTAL SERVICES

Jon Steiner, Environmental Services came before the Board with matters pertaining to his department:

1. Landfill Scale – Customer Communication System

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the quote from Kennedy Scales in the amount of \$21,535.00 for 2 pedestal communication systems, software and two remote communication devices for landfill.

2. Tractor & Mower for the Landfill

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to add the purchase of a used John Deere 2755 Tractor with a Kuhn Mower for the Landfill to the agenda. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to purchase a John Deere 2755 Tractor with a 2012 Kuhn Mower for the landfill in the amount of \$21,925.41.

3. MRF Retrofit – Review Conceptual Design

Mr. Steiner reviewed with the Board the element of the MRF Retrofit Conceptual Design previously done by Titus Services.

ADMINISTRATION

Linsey Rood, Polk County Human Resources Coordinator and Greg Widseth, County Attorney came before the Board to discuss Human Resources matters:

1. Request for Position Replacement – Assistant County Attorney

A request was made to the Board to replace an Assistant County Attorney due to a resignation effective September 20, 2013. Discussion was held regarding workloads and court calendars. Also discussed was that the position was budgeted in 2013 and the ramifications if the requested position is not filled. Mr. Widseth has substantial concerns if this position is not filled. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by the following vote YEAS: Diedrich, Nicholas and Buness NAYS: Strandell, Affeldt to approve advertising and replacement the Assistant County Attorney position.

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to his department:

1. Law Enforcement Construction Project – Change Orders No. 6 and No. 7

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve Change Order No. 6 for a UPS System for the Law Enforcement Construction Project in the amount of \$58,068.00. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve Change Order No. 7 for the Dispatch Center changes for the Law Enforcement Construction Project in the amount of \$139,674.00.

2. Review of Sales Tax Exemption

Discussion was held with the Board regarding the Sales Tax Exemption for Joint Powers Entities, stating the 2013 Minnesota Legislature exempted cities and counties from paying sales tax on purchases used to provide certain governmental services. This exemption will take effect on January 1, 2014 with the exception that counties will continue to pay sales tax on MCCC purchases.

3. 2014 Budget Discussion

Mr. Whiting and Ron Denison, Finance Officer reviewed the status of the 2014 budget development with the Board and presented the Preliminary 2014 Property Tax Levy Resolution.

Preliminary 2014 Property Tax Levy RESOLUTION 2013-049

The following resolution (2013-049) was offered by Commissioner Affeldt:

WHEREAS, The Minnesota State Legislature passed and the Governor of the State of Minnesota signed into law, Minnesota Laws 2001, Special Session Chapter 5, and; September 15, 2013 for taxes payable in 2014, and;

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the proposed statement of expenses and anticipated receipts on file in the office of the County Administrator, for the year 2014, be and they hereby are preliminarily accepted by this Board as a proposed budget for Polk County for

the year 2014 dated September 3, 2013 and that the proposed levy on the taxable property for Polk County for Year 2013 payable in 2014 be preliminarily set as follows:

| | |
|----------|-----------------|
| Net Levy | \$20,124,708.00 |
|----------|-----------------|

Commissioner Strandell seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Strandell, Affeldt, Diedrich and Nicholas NAYS: None.

4. Set 2014 Budget Public Hearing Date and Time

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to set the date, time and place for their public 2014 Budget Hearing at 6:00 p.m., December 3, 2013 in the County Board Room at the Polk County Government Center, Crookston, MN.

5. Credit Card Bill

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to add the payment of Card Member Services to the consent agenda in the amount of \$3,707.33. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas to pay Card Member Services in the amount of \$3,707.33.

AUDITOR WARRANTS

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the August Auditor Warrants for payment:

Auditor Warrant 08/05/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------|---------------|
| Bremer Bank NA | 3,182.15 |
| Final Total: | 3,182.15 |

Auditor Warrant 08/06/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------|------------------|
| Cardmember Service | 8,622.16 |
| Cole Papers Inc | 5,376.90 |
| Halstad Telephone Co | 9,987.64 |
| Lenes Sand & Gravel Inc | 9,713.60 |
| Norman Mahnomen Public Health | 2,334.00 |
| Odland Fitzgerald,Reynolds | 2,811.00 |
| Ottertail Power Co | 3,389.93 |
| Polk County Public Health | 25,931.00 |
| Richard Rude Architectural Inc | 10,328.73 |
| Tri County Community Corr | 6,012.68 |
| Wild Rice Elec Co- Op Inc | 2,991.91 |
| 18 Payments less than 2000 | 8,553.26 |
| Final Total: | 96,052.81 |

Auditor Warrant 08/07/2013

| | |
|---------------------------|-----------------|
| 2 Payments less than 2000 | 1,935.00 |
| Final Total: | 1,935.00 |

Auditor Warrant 08/12/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------|---------------|
| Bremer Bank NA | 1,790.13 |
| Final Total: | 1,790.13 |

Auditor Warrant 08/13/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|-----------------------------|-------------------|
| Crookston Fuel Company | 3,105.00 |
| Fosston Municipal Utilities | 37,203.17 |
| Garden Valley Telephone Co | 4,642.49 |
| Great Plains Natural Gas Co | 2,885.04 |
| Hoffman Dale & Swenson Pllc | 5,783.00 |
| Kue Contractors Inc | 94,393.00 |
| North Country Security Inc | 4,248.89 |
| Ottertail Power Co | 4,529.03 |
| Thygeson Construction Co | 170,750.25 |
| Titus Maintenance | 8,910.00 |
| 16 Payments less than 2000 | 6,692.39 |
| Final Total: | 343,142.26 |

Auditor Warrant 08/19/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------|---------------|
| Bremer Bank NA | 866.03 |
| Final Total: | 866.03 |

Auditor Warrant 08/19/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------|-------------------|
| Blue Cross & Blue Shield of MN | 129,751.50 |
| Final Total: | 129,751.50 |

Auditor Warrant 08/20/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------|-------------------|
| Altru Health System | 2,653.00 |
| Century Link | 2,048.15 |
| Fertile Oil Company | 25,112.00 |
| Garden Valley Telephone Co | 4,722.60 |
| Halstad Telephone Co | 9,987.64 |
| Honeywell International Inc | 9,137.30 |
| Kue Contractors Inc | 74,127.00 |
| Lee Plumbing & Heating Inc | 3,702.15 |
| Liberty Business Systems Inc | 5,756.94 |
| MN Counties Intergov'l Trust | 2,739.00 |
| Norman Mahnomen Public Health | 56,118.91 |
| Ottertail Power Co | 6,198.83 |
| Polk County Administrator | 8,682.00 |
| Polk County Administrator | 7,692.91 |
| Polk County Public Health | 114,980.85 |
| Rust Stock Rasmusson | 2,687.50 |
| 30 Payments less than 2000 | 15,608.26 |
| Final Total: | 351,955.04 |

Auditor Warrant 08/26/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|------------------------------------|-------------------|
| Crookston Fuel Company | 3,132.00 |
| Fertile Oil Company | 25,725.00 |
| Hagen Construction | 5,909.00 |
| Knife River Materials | 481,726.82 |
| Norman Mahnomen Public Health | 20,791.00 |
| North Country Security Inc | 4,226.14 |
| Polk County | 89,097.30 |
| Polk County Administrator | 68,223.00 |
| Polk County Environmental Services | 3,150.20 |
| Polk County Public Health | 2,753.00 |
| Richard Rude Architectural Inc | 20,678.39 |
| Sandhill Snowcruisers | 6,050.30 |
| University Of North Dakota | 5,242.67 |
| 24 Payments less than 2000 | 9,802.75 |
| Final Total: | 746,507.57 |

Auditor Warrant 08/26/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------|---------------|
| Bremer Bank NA | 2,334.82 |
| Final Total: | 2,334.82 |

MANUAL WARRANTS 8/15/2013

| VENDOR NAME | AMOUNT |
|-----------------------|----------------|
| Bremer Service Center | 92.12 |
| FINAL TOTAL | \$92.12 |

MANUAL WARRANTS 8/16/2013

| VENDOR NAME | AMOUNT |
|--------------------|------------------|
| Mn Revenue | 6274.00 |
| FINAL TOTAL | \$6274.00 |

MANUAL WARRANTS 8/20/2013

| VENDOR NAME | AMOUNT |
|-----------------------------|--------------------|
| Mn Dept Of Rev Tax Division | 83,024.55 |
| Mn Revenue | 1,120.34 |
| MN Dept of Revenue | 6,218.00 |
| FINAL TOTAL | \$90,362.89 |

MANUAL WARRANTS 8/30/2013

| VENDOR NAME | AMOUNT |
|--------------------------|---------------------|
| Internal Revenue Service | 272,749.78 |
| MN Revenue | 45,653.04 |
| FINAL TOTAL | \$318,402.82 |

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m. on September 17, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board